

# **Brookneal Elementary School**

## **Parent and Family Engagement Policy/Plan and Procedures**

### **PART I-SCHOOL PARENT AND FAMILY ENGAGEMENT POLICY/PLAN REQUIRED COMPONENTS**

- A. Brookneal Elementary School will jointly develop/revise with parents the school Parent and Family Engagement policy/procedures and distribute it to parents of participating children and make available the Parent and Family Engagement policy/procedures to the local community.
- Brookneal Elementary School's Parent and Family Engagement Policy will be available on the BES website. It will also be posted in the school's newsletter for all parents to access. A copy of this policy will be in the title 1 classrooms as well as the main office for parents and community to view.
- Parent Advisory Committee member will be selected to serve on District and School level Advisory Committee
  - CCPS Parent Representative Advisory Meeting- October 23, 2018 at 5:00pm
  - Parent Involvement Policy Review Meeting- November 1, 2018
  - CCPS will host a Title 1 year-end review meeting on May 2, 2019 to survey teachers, administrators, and parents to review and evaluate the effectiveness of the Title 1 program and make recommendations for the upcoming school year.
  - Parent and student surveys are given at the beginning of the school year
  - At the conclusion of each Title 1 Parent and Family Engagement Activity, surveys will be completed.
- B. Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved.
- Annual Meeting held August 9, 2018 from 1:00 pm to 4:00pm and 5:00pm to 8:00pm. This was held in conjunction with the 2018-19 Back to School Day.
- Each student and family was invited through email, mail, and phone call.
  - Parents will be presented with information regarding the school's Title 1 program and explain the requirements and the rights of the parents involved
  - Title 1 reading specialists and teachers will meet with parents
  - Sign in sheets serve as documentation of parents in attendance
- C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under this part, transportation, child care, or home visits, as such services related to Parent and Family Engagement. Using the data collected from the parent surveys, meetings and parental involvement activities are held based on the days and times selected. Title 1 reading teachers and administration are available for any parents to meet if needed.
- Back to School Night (Annual Meeting) August 9, 2019 from 1-4:00pm and 5-8:00pm
  - CCPS Family Literacy Night-Reading and Writing on the Go:PK-2<sup>nd</sup> November 13, 2018 from 5-6:00pm and 6:30-7:30 pm
  - CCPS Family Literacy Night-Reading and Writing on the Go: 3<sup>rd</sup>-5<sup>th</sup> grade November 14, 2018 from 5-6:00pm and 6:30-7:30 pm
  - Brookneal Elementary School- "Book" the Tree Literacy Night: November 15, 2018 5-6:30pm
  - BES Read Across America Night: March 8, 2019
  - BES SOL Boot Camp and Primary Literacy Night- April 2019

- CCPS Parent Engagement night: Spring 2019

- D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.
- Welcome Meeting: parents are encouraged to give comments and suggestions for planning August 9, 2018
  - Parent representative advisory meeting scheduled by Campbell County Public Schools October 23, 2018
  - Parent Involvement Policy Review Meeting November 1, 2018
  - CCPS Title 1 Year End Review Meeting May 2, 2019
  - Parent and student surveys: provided the beginning of the school year
  - At the conclusion of each title 1 Parent and Family Engagement Activity, surveys are provided
  - The School Wide Plan will be posted on BES web site for review.
  - Title 1 reading teachers and administration are available for any parents to meet if needed.
- E. Provide parents of participating children—
1. Timely information about programs under this part.
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet.
  3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practically possible.
- Title 1 Annual Meeting: August 9, 2018
  - Parent/Teacher/School Compact: parent signature upon entrance into program
  - Beginning of the year letters sent to Title 1 small group participants
  - Phone calls made to welcome students by each teacher
  - Weekly home/school communication folders
  - Technology applications implemented by school staff to ensure two way effective communication: Class dojo, Remind, Parent Portal
  - Attendance can be regularly monitored through Parent Portal, automated absentee calls are made daily
  - School newsletter sent home monthly and posted on the BES website
  - Brookneal Elementary School Website
  - Title 1 Parent and Family Engagement Plan posted on the BES website
  - CCPS Literacy Curriculum
  - CCPS benchmarks and Assessments
    - PALS literacy screening (PK-3<sup>rd</sup>) completed 3X per year
    - Guided Reading Level Information 4X per year
    - Measures of Academic Progress (MAP testing) K-5<sup>th</sup> 3X per year
    - Standards of Learning Assessment 1X per year 3<sup>rd</sup>-5<sup>th</sup>. Reports sent home to parent in May
  - Parents can request a conference with teachers at any time.
- F. If schoolwide program plan is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the district.

## PART II-REQUIRED SHARED RESPONSIBILITIES FOR HIGH STUDENT ACADEMIC ACHIEVEMENT

As a component of the school-level Parent and Family Engagement policy, each school shall jointly develop with parents for all children served under this part, a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

A. Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual child's achievement.

B. Provide frequent reports to parents on their child's progress.

- At least 8x per school year, student progress reporting is sent home for parents/ guardians.

C. Provide parents with reasonable access to staff, opportunities to volunteer and participate in their child's class and observation of classroom activities.

- Parents are encouraged to volunteer to work with students and/or teachers
- Parents are encouraged to meet with title 1 teachers to suggest ideas.

D. Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

All classroom teachers and title 1 teachers make communication a priority with all parents/guardians. All parents are contacted at least twice per nine weeks about the progress of the student.

- Title 1 Annual Meeting: August 9, 2018
- Parent/Teacher/School compact signed by all parents
- Beginning of the year letters sent to Title 1 small group participants
- Phone calls made to welcome students by each teacher
- Weekly home and school communication folders
- Technology applications are implemented by school staff to ensure two way effective communication
- Attendance can be monitored through Parent Portal
- School newsletter sent home or accessed by BES website monthly
- Brookneal Elementary School website
- Title 1 Parent and Family Engagement plan posted on school website
- CCPS Literacy Curriculum
- CCPS benchmarks and Assessments
- Parents may request a conference with teachers at any time

## BUILDING CAPACITY FOR PARENTS AND STAFF – REQUIREMENTS FOR ENGAGEMENT

To ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, **each school and district must:**

- 1) Assist parents in understanding the challenging State academic standards, how to monitor a child's progress, and work with educators.
  - Explanation of standards and ways to monitor progress at the August 9<sup>th</sup> meeting.
  - On-going communication with parents and guardians (oral, written, digital via BES website)
  - SOL boot camp scheduled for April 2019

- A link to the VA DOE website will be posted on the BES website allowing parents to view SOLs and get information about SOL testing
  - SOL testing administrators will send home notices with information about testing.
- 2) Provide materials and training to help parents to work with their children, such as literacy training and using technology (including education about the harms of copyright piracy).
- During all title 1 parent involvement meetings and activities, teachers communicate about the resources given so parents can use them with their students at home.
  - Monthly newsletters containing tips and websites
  - Back to School night (annual meeting) August 9, 2018
  - CCPS Family Literacy Night PK-2<sup>nd</sup> November 13, 2018
  - CCPS Family Literacy Night 3<sup>rd</sup>-5<sup>th</sup> November 14, 2018
  - Brookneal Elementary School- “Book” the Tree Literacy Night: November 15, 2018
  - Read Across America Night March 8, 2019
  - CCPS parent engagement night Spring 2019
  - Scholastic student book packets provided twice yearly to provide students with appropriate leveled text
  - 2<sup>nd</sup> grade student motivation program provides take home books
  - Title 1 parent center provides access to instructional materials and support
  - School wide book library located in the title 1 classroom
- 3) Provide professional development to teachers, specialized instructional personnel, and other staff on the value of parent and their communities to increase academic achievement.
- Teachers and staff attend professional development based on the needs of the school. Times and dates are planned during staff meetings. The literacy coach also provides professional development based on the needs of the grade level.
- Caring Classroom Communities Training
  - First year teachers meet with literacy and math coach weekly
  - CCPS employs a mentor advisor to coordinate and implement a teacher mentor program Lead mentors are selected at each school to advise new teachers.
  - Professional development is provided on word study, handwriting, providing specific feedback, learning targets and criteria for success
  - Leadership team meets monthly to analyze data, track student academic achievement, make suggestions for instruction, and ideas for the school academic success.
  - Intervention, workstation success, and book buddy training provided to instructional staff
- 4) Coordinate and integrate parent engagement programs and activities with other Federal, State, and local programs, including public preschool programs, and conduct other activities, such as parent resource centers, that encourage and support parent engagement.
- Title 1 Parent Resource Center is set in the front of the school for all parent to visit and check out resources.
  - Access to Leapfrogs that are available to be checked out and sent home with appropriately leveled text and interest.
  - Pre-K institute
  - Kindergarten orientation
  - Collaboration with Special Education

- Read for the Record
- Brookneal Volunteer Fire Dept
- Brookneal Police Dept
- Career Day
- Campbell County Public Library (Brookneal Branch)
- Harvest Outreach

5) Ensure that information related to school and parent programs, meetings, and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand. Information is sent by written communication, English, and digitally via BES website.

- Weekly home and school communication folders
- Technology applications are implemented by school staff to ensure two way effective communication
  - Class dojo
  - Remind
  - Parent portal
  - Updates to PTA social media platform

**The following are allowable activities:**

- 6) May involve parents in the development of training for teachers, principals, and other educators to improve the effectiveness of such training.
  - CCPS will host a Title 1 year end review meeting on May 2, 2019 to survey teachers, administrators, and parents to review and evaluate the effectiveness of the title 1 program and make recommendations for the upcoming year
  - Parent and student surveys are given at the beginning of the school year
  - At the conclusion of each Title 1 parent and family engagement activity, parents have the opportunity to complete a survey
- 7) May provide necessary literacy training from funds received under this part if the district has exhausted all other reasonably available sources of funding for such training.
- 8) May pay reasonable and necessary expenses associated with local Parent and Family Engagement activities, including transportation and childcare costs, to enable parents to participate in school-related meetings and training sessions.
  - Child care is provided at parent and family engagements as needed
- 9) May train parents to enhance the involvement of other parents.
- 10) May arrange school meetings at a variety of times, or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at school, in order to maximize Parent and Family Engagement and participation.
  - Parent and family engagement meetings will be held at flexible times to encourage participation
- 11) May adopt and implement model approaches to improving Parent and Family Engagement.
- 12) May establish a district parent advisory council to provide advice on all matters related to Parent and Family Engagement in programs supported under this section.
  - CCPS has a district parent advisory council that meets twice a year
  - CCPS will host a Title 1 end of the year review meeting on May 2, 2019
- 13) May develop appropriate roles for community-based organizations and businesses in Parent and Family Engagement activities.
  - Back to School Night
  - Fire Safety
  - Read for the Record

- Career Day
- Veterans Day Assembly
- Family Sweetheart Dance
- Field Day

PART III-ACCESSIBILITY REQUIREMENTS

In carrying out the parent and family engagement requirements of this part, local educational agencies and schools, to the extent practicable, shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and, to the extent practicable, in a language such parents understand.

PART IV-ADOPTION – This Brookneal Elementary School Parent and Family Engagement Policy/Procedures have been developed/revised jointly with, and agreed upon with, parents of children participating in Title I program, as evidenced by meeting minutes.

The Parent and Family Engagement Policy/Procedures were developed/revised by Brookneal Elementary School on 11/01/18 and will be in effect for the period of 2018-2019. The school will distribute these Parent and Family Engagement Policy/Procedures to all parents of participating Title I children and make it available to the community on or before 11/15/2018.

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Signature of Title I Authorized Representative

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Date

